

FRANKLIN COUNTY BOARD OF COMMISSIONERS
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
REQUEST FOR PROPOSALS (RFP) FOR AFFORDABLE HOUSING SERVICES

I. PURPOSE

As a grantee of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program, the Franklin County Board of Commissioners Community and Economic Development Department (CED) is accepting proposals that will provide the Affordable Housing Program Services outlined in the Franklin County Consolidated Action Plans for 2003 and proposed for 2004 in accordance with all applicable Federal, State and local rules and regulations. Bidders will be required to provide program management, planning and coordination for one or more of the following program services: Single Family Rehabilitation and Home Weatherization Assistance. Specific program descriptions and requirements are found below in section IV Scope of Services. Performance based contracts and agreements will be negotiated that will achieve the planned objectives for each program service activity.

CED has funding available for program activities for a contract period beginning March 01, 2004 and ending June 30, 2005. Respondents should specify the number of program service units they propose to complete and describe the management, planning and coordination processes and procedures that will be implemented to achieve those outcomes. Contractor eligibility requirements are found below in section IV Scope of Services.

Contractors will be selected through a competitive procurement process in accordance with 24 CFR Part 85.36.

The application deadline is January 8, 2004.

II. SUBMISSION, SCHEDULE AND LETTER OF INTENT

SUBMISSION

To be considered for funding, CED must receive proposals in the format described in this RFP by 4:00 p.m. EST. on January 8, 2004. No extensions of time will be given. All proposals received after this date and time will be rejected. Proposals will be reviewed as received and must be complete at the time of submission in a sealed container or envelope. CED will date and time stamp proposals upon receipt.

Send the original and six (6) copies of the proposal to:

Anthony F. Forte', Director
Community and Economic Development Department
Franklin County Board of Commissioners
373 South High Street, 25th Floor
Columbus, OH 43215

The budget format and unit cost quotes must be sent in an envelope separate from the written proposal, and directed to the above address by the same time and date as the proposal. Only the original and one copy need be sent.

Questions concerning the proposal, contractor responsibilities, proposal submission, or evaluation criteria should be either faxed to Community and Economic Development at 614-462-5549 or e-mailed to emmarr@co.franklin.oh.us.

SCHEDULE

PROJECTED DATES

RFP issued:	December 8, 2003
Bidder Conference:	December 16, 2003, 10:30 a.m., 373 S. High St, 25th Floor
Letter of Intent to Bid Due:	December 22, 2003
Proposal Due:	January 8, 2004, 4:00 p.m., 373 S. High St, 25th Floor
Intent to Award Letter Issued:	January 27, 2004
Contract Work Begins:	March 01, 2004

LETTER OF INTENT

All respondents that will submit a proposal in response to this RFP should FAX to 614-462-5549 or hand deliver/mail a letter of intent to:

Mr. Anthony F. Forte', Director
Community and Economic Development
Franklin County Commissioners
373 South High Street, 25th Floor
Columbus, Ohio 43215

RE: Letter of Intent for CED Affordable Housing Services

Letters of intent must be received no later than 4:00 p.m. on December 22, 2003. The Letter of Intent must state that the respondent intends to submit a proposal in response to this RFP and state the name, title, address, telephone, fax number and e-mail of the respondent's designated contact person. CED will direct all correspondence regarding any addendum or clarification of the RFP document to the designated contact person. CED will acknowledge the receipt of a Letter of Intent by return fax, e-mail or U.S. Postal Service mail. Failure to submit a Letter of Intent by the deadline may result in the respondent missing notification of significant information regarding this RFP. Failure to submit a letter of intent does not preclude a respondent from submitting a proposal in response to this RFP. CED will not be responsible for any respondent's failure to receive notices unless the respondent has sent us a letter of intent by the deadline.

III. CONSIDERATIONS

This RFP does not constitute an offer. Acceptance of proposals for review does not commit CED to award a contract, nor is it liable for any costs incurred in the preparation of proposals. CED reserves the right to award contracts to a single vendor/subrecipient, multiple vendors/subrecipients or to reject any and all proposals or parts of proposals received. CED reserves the right to negotiate services and costs on any or all proposals received or to cancel in part or entirety this RFP.

Proposals submitted in response to this RFP must comply with all specifications stated herein. Failure to do so may result in the respondent being eliminated from consideration. At the option of CED, any or all aspects of the successful respondent's proposal will become contractual obligations if contract award action ensues. Failure of the successful respondent to accept these obligations in the contractual agreement may result in the cancellation of the

award. Granting of a contract for these services depends on the availability of Federal/State/Local funds and continued authorization for funds under current legislation. Final contracts will be subject to applicable rules and regulations outlined under the HUD Block Grants/Entitlement Grants (CDBG) and the Home Investment Partnerships (HOME) Program and all state and local rules and regulations.

IV. SCOPE OF SERVICES

Background Information

The primary goal of the Community Development Block Grant Entitlement Program is to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI).

The Franklin County Board of Commissioner's Department of Community and Economic Development prepares a Consolidated Action Plan annually that has to be approved by the Department of Housing and Urban Development. This plan describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD programs. This request for proposal seeks qualified contractors to provide Affordable Housing Services that will achieve the goals and objectives of this Consolidated Action Plan. The 2003 action plan is available upon request to the CED.

Current Franklin County Board of Commissioner's initiatives seek to improve the effectiveness, efficiency, and accountability of County programs and services by linking available resources to results. As a part of this initiative, the Community and Economic Development Department may award contracts under this RFP to proposed performance based managed and budgeted Affordable Housing Service programs based on the proposal evaluation criteria explained in section XI- PROPOSAL EVALUATION CRITERIA of this RFP.

Description of Services

The following chart describes the planned Affordable Housing Program Services, the available funding and the planned performance outcome units. Respondents can respond to single or multiple program activities by addressing how they will integrate multiple program activities to achieve cost efficiency and coordination, or if a single program activity is proposed, the respondent should address how it would coordinate with other respondent(s) for quality assurance if necessary. Respondents may demonstrate leveraging of other funds to conduct similar work and reflect to what extent those funds and/or work will benefit Franklin County Affordable Housing programs. The respondent is also encouraged to identify any in-kind benefits that could impact Franklin County Affordable Housing programs.

AFFORDABLE HOUSING PROGRAM SERVICE DESCRIPTIONS			
Service	Project Title	Project Description	Planned Outcome Units
IA	Single Family Home Rehabilitation	Home rehabilitation loans up to \$25,000 that are deferred or forgivable over 11-20 years are made to very low, low and moderate-income homeowners. Loans are used to bring homes into compliance with HUD Decent, Safe and Sanitary (DS&S) Standard such as plumbing, electrical and structural. These loans are also available to homeowners whose house has been found to have lead-paint hazards by the Franklin County Lead Safe Program.	27 homes
IB	Home Weatherization Assistance Program	Weatherize the homes of low to very low-income families and individuals. These funds can be supplemented with other federal and local home weatherization funds. Weatherized units must comply with the federal DOE weatherization standards.	80 homes

Eligibility

The vendor/subrecipient will be selected in accordance with standard Franklin County procurement procedures. No employee, officer or agent of Franklin County shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Awards will only be made to respondents possessing the ability to perform successfully under the terms and conditions of this proposed procurement. Consideration will be given to such matters as integrity, compliance with public policy, record of past performance and financial and technical resources. Governmental units, non-profit entities and for-profit companies are eligible for this contract award.

V. COMMUNITY AND ECONOMIC DEVELOPMENT RESPONSIBILITIES

- To provide on-going technical assistance regarding eligible and allowable activities. CED shall be the final authority on eligible and allowable questions concerning this Affordable Housing Program.
- To monitor and review contract program performance in relationship to stated contract program goals, terms, conditions, specifications and applicable compliance rules and regulations. The Franklin County Commissioners shall be the final authority on handling grievances arising from this Affordable Housing Program.

VI. VENDOR/SUBRECIPIENT RESPONSIBILITIES

The vendor/subrecipient is responsible for the following activities:

A. Program Service

The selected vendor/subrecipient will be expected to perform management, planning and coordination for each of the above described program service activities for which an award is made. **Program management** should include application intake services, application screening, and making respondent eligibility determinations. **Program planning** should include pre and post housing inspections and development of service specifications. **Program coordination** should include oversight of program performance and program closeout. All three activities should be carried out under the guidelines of the applicable federal regulations and program policies. Examples of expected program management, planning and coordination activities include:

Program Management

- Distribute information to the public about types of assistance available, eligibility criteria and application procedures.
- Process applications, verify income and property ownership, obtain appraisals as required and determine eligibility (according to Section 8 standards).
- Review project proposals, and applications for housing assistance to determine the type and amount of assistance to be provided.
- Underwrite and record loans under the Single Family Rehabilitation program.

Program Planning

- Conduct and/or procure property inspections to determine code deficiencies or rehabilitation needs and prepare a detailed write-up of needed improvements.
- Maintain liaison with inspection agencies, including the Franklin County Board of Health and Development Department and local building inspectors,
- Prepare rehabilitation specifications or review such specifications for cost reasonableness. Award bids in consultation with respondents, or assist respondents to contract for approved repairs or services.

Program coordination

- Supervise fulfillment of all contracts and arrange for payment of contractors upon satisfactory completion of work, arrange follow-up inspections to assure compliance with all guarantees and quality performance standards.
- Maintain a complete file for each approved application for assistance and such additional records as may be required for quality evaluations, accounting and auditing purposes.
- Loan portfolio documentation, processing, closing and servicing.

B. Record keeping

Vendors/subrecipients must maintain a system to document the described service activities and service outcomes, the provision of Equal Employment Opportunity (EEO) and grievance policies, employment related information, and other programmatic and contractual terms, conditions and assurances, as appropriate.

C. Financial management

Vendors/subrecipients must maintain a financial management system that adequately controls, records and supports accurate collection and reporting of program funding, asset management, obligation responsibility, costing and invoicing.

D. Compliance with all contract governing rules and regulations, which include, but is not limited to:

Department of Labor Regulations
Fair Labor Standards Act
Contract Work Hours & Safety Standards Act
Anti-Kickback Act
Disbarred Contracts pursuant to Executive Order 11246.
Title VI of the Civil Rights Act of 1964
Title VIII of the Civil Rights Act of 1968
Section 109 of the Housing and Community Development Act of 1974 and 1977
Executive Order 11063
Section 3 of the Housing and Urban Development Act of 1968
National Environmental Policy Act of 1969
Flood Disaster Protection Act of 1973
Hatch Act

VII. STANDARDS OF PERFORMANCE

The Community and Economic Department will monitor service delivery for all contracts and evaluate the extent to which objectives are being achieved. The vendor/subrecipient will be expected to meet or exceed the program performance goals, objectives and service outcomes as established in their negotiated contract. Contract vendors/subrecipients are encouraged to refer to the outcome units included in the CDBG Consolidated Plan for 2003 which are included in Section IV of this RFP, along with the Affordable Housing Program Service Descriptions.

VIII. PAYMENT PROCESS

The contract vendor/subrecipient must certify that claims made to CED for payment for purchased services are for actual services rendered for eligible and allowable program activities.

A performance-based invoice must be submitted to CED by the 15th day following the end of each quarter of service in order to process a reimbursement for services provided. All claims for reimbursement must be made in a timely manner. Any invoice received by CED more than 30 calendar days after the last day of the contract period may be subject to nonpayment.

Vendors/subrecipients must submit an invoice with the approved fixed unit cost for each unit of service but should be aware that the unit cost cannot exceed actual costs incurred by the end of the contract period. Differences between unit and actual costs will be reconciled on quarterly basis.

Along with the invoice, a cover letter on agency letterhead should be accompanied by the supporting documentation designated by CED. The cover letter should include the contractor's name and contract number.

IX. ORGANIZATION OF PROPOSAL

Cover Letter (not to exceed two pages)

A transmittal letter must be included in the respondent's proposal. The transmittal letter must be on the respondent's letterhead and signed by the individual authorized to legally bind the respondent to fulfill the contract program requirements. The transmittal letter must incorporate the following elements:

1. A statement verifying the non-profit or government agency legal and tax entity status of the organization responding to the RFP.
2. A statement identifying the individuals who were involved in the preparation of the proposal.
3. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, sex, sexual orientation, age, disability, national origin, veteran status, ancestry, health status or need for health services
4. If the proposal deviates from the detailed specifications and requirements of this RFP, the transmittal letter should identify and explain these deviations. CED reserves the right to reject any proposal containing such deviations.
5. A statement of the respondent's willingness to accommodate on-site visits to the participating respondent's facilities and its subcontractors by CED representatives and/or their designees.
6. The name, title, address, telephone, e-mail, and fax number of the individual to be contacted by CED, should it be necessary, during the RFP review and selection process.

Program Summary (not to exceed two pages)

1. Provide an explanation of how service processes and procedures will be conducted and coordinated.
2. Summarize the approach that will be taken to accomplish the work necessary for implementation of the program.
3. Include a summary of the planned method of evaluating the program's effectiveness and collecting the described performance information.
4. Discuss relevant experience and qualifications of key staff members.

Program Narrative

Describe the proposed program design. Include in the program narrative the following components:

1. Goals and Objectives - estimate the number of outcome service units and the goals for successful program completion. Provide this information for the program period. This is to include a description of what program outcomes will be achieved.
2. Describe the activities that will be used to achieve stated program goals, objectives and outcomes.
3. Describe how your program staff will be recruited, hired and/or assigned to this program.
4. Provide a time line for the major program activities and titles of the person responsible for implementation of each activity.
5. Describe the proposed system of quality performance assurance that will be used to determine the effectiveness of the program, as well as cost efficiency. Effectiveness pertains to the quality of the program outcome achievement. Efficiency addresses the effective use of program inputs to achieve the program outcomes. Please provide a detailed unit inspection plan.

Respondents must submit *only one original plus one (1) copy of the following attachments with the Proposal.*

1. List of names and addresses of the organization's Board of Directors or other legally responsible principals.
2. Job descriptions of all administrative and program staff charged to the proposed program, including the percentage of time each program activity is performed by the staff member.
3. Respondent's audit report for the previous two years.
4. Copy of the organizations Articles of Incorporation or other legal organizing document and most recent certificate of continued existence.
5. Copy of the respondent's EEO Policy.
6. Letter of Authorization from the respondent organization's board of directors or other appropriate governing body identifying the individual(s) and their title(s) who are empowered to sign a contractual agreement for the organization.

X. PROGRAM BUDGET (To be submitted Under Separate Cover)

The budget for the program of services offered by the respondent must reflect efficient administration and good management practices. Anticipated expenditures shown on the budget must be reasonably in line with those of similar vendors providing comparable services.

A budget format and instructions for completion are included with this RFP and should be used to list all costs of the specific program service to be purchased. If more than one program activity is proposed, a budget should be submitted which presents cost development detail for each program activity. If your budget reflects cost efficiencies due to leveraging with similar program activities within your organization, please reflect total organization units and cost per unit.

In order to arrive at accurate unit costs for service outcomes delivered under the proposed program, it is necessary to first prepare a complete financial revenue and expense budget.

In-Kind and donated goods and services may be utilized in the performance of a program service activity. When in-kind and donated goods and services are utilized they should be included on the schedule of Leveraged Funds by Program Type as appropriate.

The budget is to be completed for a 15-month period.

The purpose of the budget is to arrive at the total cost per unit for each of the proposed service activity outcomes.

Listing program expenses under the prescribed budget categories documents the cost development process and facilitates the completion of the budget cost per unit format. The first budget page indicates the unit cost calculated for each program service activity.

XI. PROPOSAL EVALUATION CRITERIA

A review committee comprised of CED personnel and a review panel including the Franklin County Community Development Advisory Committee will conduct an evaluation of the proposals. The review committee reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review committee may waive minor defects that are not material when no prejudice will result to the rights of any respondents or to the public. The review committee shall have the right to request additional written information or oral presentations for purposes of clarifying any proposal from any respondent.

The review committee will use a multi-step process for reviewing proposals. First a technical review team will review the written proposals based on criteria grouped into five areas:

- a. Responsiveness to the scope of work,
- b. Relevant experience,
- c. Cost efficiency, conducted by CED staff
- d. Reporting and project management control, and
- e. Creativity of the proposal approach.

Then CED will conduct a review of the cost proposal. The technical score will be added to the cost score to arrive at the final score.

XII. CONTRACT AWARD

CED will issue a Letter of Intent to Award to the respondents recommended for contract award. Unsuccessful respondents will be notified at this time.

The resulting contract is subject to approval by the Franklin County Board of Commissioners, and Federal, State and local funding. Should applicable Federal, state or local funds not be available, the contract shall be canceled in accordance with the RFP and standard contract provisions.

If the successful respondent does not or cannot achieve the negotiated performance outcomes in a timely manner, the CED reserves the right to terminate the contract.

XIII. PROTEST

A protest may be filed by a respondent objecting to the award of a contract resulting from this RFP. A protest shall be in writing and shall contain the following:

1. Name, address, and telephone number of the protester;
2. Request for proposal name; and
3. Detailed statement of the grounds for the protest, including copies of relevant documents.

The written protest must be mailed to:

Franklin County, Purchasing Dept.
373 South High Street, 15th Floor
Columbus, OH 43215